



2001 Columbus Street, Suite B  
Bakersfield, CA, 93305

2009 SSFTA Board of Directors:

**SSFTA Vice President:**

“To be eligible for the office of Vice President, the candidate must have been a member in good standing in the SSFTA for one year immediately prior to the election” (By Laws: Amendment 3-1-2005).

Shall, in the event of the absence or inability of the President to exercise his/her office, become acting president of the organization with all the rights, privileges and powers as if he/she had been duly elected president.

**The Vice President (as Vice Chairperson of the Board):**

1. Shall represent the chairperson in assigned duties.
2. Shall substitute for the chairperson in his or her absence.

**SSFTA Treasurer:**

“To be eligible for the office of Treasurer, the candidate must have been a member in good standing in the SSFTA for one year immediately prior to the election” (By Laws: Amendment 3-1-2005).

Shall have the care and custody of all monies belonging to SSFTA and shall be solely responsible for such monies

Shall keep accurate records of all money received and spent

Shall assist membership coordinator with financial accounts

Shall be one of the officers who signs checks and drafts of SSFTA

Shall present at membership meetings a written account of the finances of SSFTA and such report shall be physically affixed to the minutes of the meetings

Shall exercise all duties incident to the office of Treasurer



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**SSFTA Secretary:**

Shall keep an accurate record of each meeting, including in the minutes:

Kind of meeting (regular, special, etc.)

Date, hour, and place of meeting

Approval of previous minutes

Record of reports

Record of each main motion with name of person who made it

Record all seconds of motions, record whether motions carried or not, and  
record all other motions

Record of counted votes

Time of adjournment

Signature and title of Secretary and Chairperson

Shall work with membership coordinator to keep an up-to-date roll of members

Shall keep copy of By Laws with amendments properly entered

Shall keep a record of all committees

Provides list of pending and potential business for chairperson before meeting

Handles correspondence of SSFTA

Notifies members of meetings (e.g., if a special meeting is called)

Shall keep the minutes and records of SSFTA in appropriate books

Shall be the official custodian of SSFTA records

**SSFTA Member At-Large:**

Shall assist the following volunteer positions:

Membership Coordinator

Website Administrator

Trail Maintenance Coordinator

Shall ensure that membership, website and events information is accurate and  
appropriately reflects SSFTA

Shall promote SSFTA and welcome members and guests to meetings

Shall ensure every member is provided an opportunity to speak at meetings

Shall be one of the officers who signs checks and drafts of SSFTA